

**West Midland**  
  
**Swimming**

<b>Committee</b>	Regional Management Board	
<b>Venue</b>	Royal Wolverhampton School	
<b>Time and Date</b>	9.00 am Saturday 21 <sup>st</sup> July 2007	
<b>Present:</b>	Mr E Blight	Mrs E Hindson
Mr A Bartlett	Mrs J Childs	Mr J E Russell
Mr B Simkins	Mr P W Holmes	
<b>In Attendance:</b>	Mr M W Beard (Finance Officer)	Mrs L Hill (Regional Director)
Mrs J Campbell (Regional Office Manager)		
<b>Apologies:</b>	Mrs M Fox (President)	Mr R P N Hargreaves
Mr F A Green	Ms H Edstrom	Mr P Wells

Minute	Agenda Item	Details	Action
07/41.00		In the absence of the Chair and the President, Eddie Blight (Past President) chaired the meeting.	
07/42.00	<b>Minutes of 12<sup>th</sup> May 2007</b>	Minutes approved.	
<b>07/43.00</b>	<b>Matters arising from minutes of 12<sup>th</sup> May</b>		
<b>07/43.01</b>	<i>Minute 07/32.01 Regional Dinner</i>	Very few responses to date – check with hotel on latest date for cancellation.	<b>Regional Office</b>
<b>07/43.02</b>	<i>Minute 07/32.02 Chair/RD meetings with Counties</i>	Club & Coach funding meetings taking priority – county meetings on hold at the moment.	<b>No further action</b>
<b>07/43.03</b>	<i>Minute 07/32.04 Top-up fees</i>	Covered in finance section on agenda.	
<b>07/43.04</b>	<i>Minute 07/32.09 Staff remuneration</i>	Work ongoing.	<b>Remuneration committee / MB / RD</b>
<b>07/43.05</b>	<i>Minute 07/32.10 Sponsorship</i>	On hold at present due to priority work on Club & Coach funding.	<b>RD</b>
<b>07/43.06</b>	<i>Minute 07/32.12 Officials Training / Licensing</i>	John Russell to attend SOG meeting on 22 <sup>nd</sup> July, when should have more information on new Officials training. Licensing – all Officials should have received their logbooks. JR clarified that at present there is no requirement to have licensed officials at galas / meets apart from National Events.	<b>JR</b>

07/43.07	<i>Minute 07/33.00 Finance – Midland Championships</i>	Any possible changes being discussed by relevant discipline committees.	<b>Standing committee secretaries</b>
07/43.08	<i>Minute 07/36.00 Proposed ASA law change</i>	RPNH drafted a suitable law change proposal which PW sent to ASA Chief Executive.	<b>No further action</b>
07/43.09	<i>Minute 07/37.01 Shropshire affiliation fees query</i>	This has been sorted.	<b>No further action</b>
07/43.10	<i>Minute 07/38.00 Operational Plan</i>	Paper copies circulated. See agenda item.	
07/44.00	<b>Finance</b>	The Finance Officer presented the interim accounts to 30 <sup>th</sup> June 2007. There had not been a lot of activity in the accounts since 1 <sup>st</sup> April 07. Money has been allocated to projects. The accounts to 31 <sup>st</sup> March 07 had been independently reviewed by Garratts. There was a slight amendment to draft accounts circulated at previous meeting, which related to tax on interest.	
07/44.01	<b>Membership / Top-up fees</b>	The FO circulated a list by club of membership fees received to date, which included a comparison with last year. Total fees of £45,500 received as at 7 <sup>th</sup> July, with additional £700 since 7 <sup>th</sup> July. Top-up fees are coming in on a more reliable basis this year and we are likely to achieve the forecast figure of £48,000 by end 2007. Still to be resolved: Salopia (no fee received), Coventry and District (underpaid), ESSA Division 6 (no affiliation fee) and Mercian Summer League (as non-operational during 2007, suggest minimum fee of £10). Concern was raised over the apparent loss of members. However, discussion was deferred until November, when all top-up fees should have been received and the FO will circulate a final list to enable informed discussion to take place. Suggest that RMB members carry out an audit on their own clubs.	<b>Regional Office</b>  <b>Finance Officer</b>  <b>ALL</b>
07/45.00	<b>Regional Education Officer changes</b>	The RD reported that whilst the West Midland Region has been one of the most proactive Regions with booking courses and getting the money in, the ASA has decided to undertake the line management of the Education Officers. Carole McArdle will remain fully employed by IoS, but still linked to the Regional Office. The funding agreement of £20 per candidate finished on 1 <sup>st</sup> June 2007. A group was selected to look at funding and how the surplus would be calculated on a Region by Region basis. Lesley would keep the Board informed on progress. LSC funding for UKCC courses is still an ongoing issue and Lesley would be meeting with Skills Active and David Sparkes regarding funding in the Region in September.	<b>Regional Office to raise invoice</b>  <b>RD</b>
07/46.00	<b>Club &amp; Coach funding</b>	Part of the original bid was to include a Beacon programme in a 50m pool, which Sport England West Midlands did not want to invest in. There is ongoing discussion to resolve the issues and collectively agree a way forward. The Region will	

		<p>continue at present with the Sport England West Midlands brief to put 5 coaches into the Region. A meeting will take place on 6<sup>th</sup> August with Lesley Hill, David Sparkes and members of Coventry SC to discuss the programme.</p> <p>Useful meetings had taken place with Worcester County, Staffordshire and Black Country – set-ups in these areas to most likely be training environments initially. Birmingham is ready to go and Shropshire is on hold for time being.</p> <p>Bernard Simkins reported that the Worcester County meeting had been very constructive; possible issues with funding in Black Country. A meeting is needed between Staffordshire and Worcester County to discuss Black Country set-up.</p> <p>Lesley is currently working with CSP Directors and local authorities.</p>	
<b>07/47.00</b>	<b>Operational Plan</b>	<p>Lesley has submitted her outline plan to the ASA and is in discussion with Anne Adams-King, Jon Glenn and Ceri Wynne. £25,000 development funding and £49,000 PESSCL funding requested.</p> <p>Agreed funding to date:          £5,000 – to develop young officials and volunteers to put forward for CIF bid.          £10,000 – Participation bid          £1,000 – Team Manager training          £1,000 – Equality          £30,000 – PESSCL funding, in principle.</p> <p>The 2007/08 targets will be delivered through the County Sports Partnership networks and the workforce targets through work with Carole McArdle.</p> <p>All monies need to be spent and not carried forward and will be claimed back from the ASA, once activity has taken place.</p>	
<b>07/47.00</b>	<b>Reports</b>		
<b>07/47.01</b>	ASA Board Report	<p>Written report circulated by RPNH.</p> <p>Whilst not in the report, Mike Beard advised the RMB that the recipient of the Harold Fern Award is Alan Bartlett, who would be invited to attend the ASA AGM in October.</p> <p>The ASA membership fees and Officials fees for 2008 were noted.</p> <p>The delegates to ASA Council would need to meet after the RMB meeting on 22<sup>nd</sup> September to discuss the starred items and proposed ASA law changes – Roger’s views on these proposals would be welcomed.</p>	<b>ASA Council delegates / RPNH</b>
<b>07/47.02</b>	Regional reports Debbie Deane - RDO	Accepted.	
<b>07/47.03</b>	Carole McArdle - EO	Accepted.	
<b>07/47.04</b>	Matt Shields – Everyday Swim co-ordinator	Some excellent work being carried out in Telford & Wrekin. Possibility of further programmes in Region. £10,000 going forward for Participation bid based on Active People survey	

<p><b>07/47.05</b></p> <p><b>07/47.06</b></p> <p><b>07/47.07</b></p> <p><b>07/47.08</b></p>	<p>Nicki Mathers – Regional Project Officer</p> <p>Mac McArdle - Regional Administrator</p> <p>David Corbett – Records Officer</p> <p>Masters committee</p>	<p>results – 8 local authorities in Region to focus activity on.</p> <p>Recent work centred on ASA/RWS Swimming Centre and trying to increase numbers. Centre hopes to break even in Autumn term and achieve profit from January 2008.</p> <p>In line with changes in Education department, the role of Regional Administrator will be taken into central ASA administration as from 31<sup>st</sup> July 2007.</p> <p>It was agreed to defer the rule changes relating to speed swimming records put forward by David Corbett, until the next RMB meeting. <i>Post meeting note: Following an email discussion by the RMB, it was decided to approve the speed swimming rule changes.</i> Information to be put on website.</p> <p>A request for guidance on procedure for dealing with the conduct of a swimmer at the Masters championships was discussed by the Board. It was felt that the process of dealing with the complaint was not a matter for the Board and there is an official judicial process which the committee should follow. Lesley Hill would respond accordingly to the Masters Secretary.</p>	<p><b>Regional Office</b></p> <p><b>RD</b></p>
<p><b>07/48.00</b></p>	<p><b>AGM</b></p>	<p>A draft annual report had been circulated to the Board and comments to go back to Lesley Hill as soon as possible. Lesley Hill would be reviewing the standing committee structures to ensure that they were focussed on development and working effectively.</p>	
<p><b>07/49.00</b></p> <p><b>07/49.01</b></p> <p><b>07/49.02</b></p>	<p><b>County Updates</b></p> <p>Worcester County</p> <p>Staffordshire</p>	<p>Bernard Simkins reported that Lesley Hill attended the County Executive meeting to discuss the Club &amp; Coach funding – well attended by clubs.</p> <p>Peter Holmes brought to the Board's attention, the issues surrounding Wednesbury SC. The club held an AGM on 18<sup>th</sup> June 2007 and announced it was closing on 28<sup>th</sup> June. Lesley Hill had written to the club to put the closure on hold, as it was clear at a public meeting on 9<sup>th</sup> July, that there were some volunteers willing to take on the running of the club. The meeting called for an EGM, which hasn't happened. It was suggested that the RMB offer their services to help the club. John Russell and Peter Holmes agreed to meet with the Wednesbury chairman to mediate the situation subject to his agreement to the meeting.</p>	<p><b>JR / PH</b></p> <p><b>RD</b></p>
<p><b>07/50.00</b></p>	<p><b>AORB</b></p>	<p>It was brought to the Board's attention that Tamworth SC was still closed, but negotiating for pool time.</p> <p>Mike Beard pointed out that according to rule 16.4.2.10, there should be an agenda item at the RMB meeting on 22<sup>nd</sup> September, to appoint a Presidential Nomination Committee to discuss nominations for ASA Vice-President for 2008.</p>	<p><b>RD / Regional Office</b></p>
<p><b>07/51.00</b></p>	<p><b>Date of the next meeting</b></p>	<p>The next meeting is confirmed as Saturday 22<sup>nd</sup> September 2007 at <b>9.00 am</b> in the seminar room at the Royal Wolverhampton School Swimming Pool Building.</p>	

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MINUTE REF</b>	<b>ACTION</b>
➤	Check with hotel on latest date for cancellation for Regional Dinner	07/43.01	Regional Office
➤	Staff remuneration – work ongoing	07/43.04	Remuneration committee/Finance Officer/Regional Director
➤	Sponsorship	07/43.05	Regional Director
➤	Officials training information from SOG meeting on 22 <sup>nd</sup> July	07/43.06	JR
➤	Suggestions for any possible improvements / changes to Midland Championship events	07/43.07	Standing committee secretaries
➤	Membership fees from Salopia, Coventry & District, ESSA Division 6 and Mercian Summer League to be resolved.	07/44.01	Regional Office
➤	Final membership numbers to be circulated towards end of year.	07/44.01	Finance Officer
➤	RMB members to audit their own club for accuracy of membership numbers	07/44.01	RMB members
➤	Invoice to be raised for education courses to IoS	07/45.00	Regional Office
➤	Progress on income from Education courses into Region	07/45.00	Regional Director
➤	Delegates to ASA Council to meet after RMB on 22 <sup>nd</sup> September, to discuss starred items and proposed ASA law changes	07/47.01	ASA Council delegates / RPNH
➤	Rule changes for speed swimming records – update on website	07/47.07	Regional Office
➤	Judicial process to be passed onto Masters Secretary	07/47.08	Regional Director
➤	Meeting with Chair of Wednesbury SC to be agreed with 2 RMB liaison members	07/49.02	Regional Director / JR / PH
➤	Presidential Nomination Committee to be appointed at RMB meeting on 22 <sup>nd</sup> September	07/50.00	Regional Director / Regional Office

**DATE OF NEXT MEETING:**

**Saturday 22<sup>nd</sup> September 2007 09.00 am, The Royal Wolverhampton School Seminar Room.**

Minutes prepared by	Date	Reference
J E Campbell	11 <sup>th</sup> August 2007	JEC/WMMB11.08.07